



## DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 12450.1  
N02S

24 Oct 16

### COMTRAWING FIVE INSTRUCTION 12450.1

Subj: COMMANDER, TRAINING AIR WING FIVE STAFF CIVILIAN OF THE  
QUARTER/YEAR RECOGNITION PROGRAM

Ref: (a) 5 U.S.C. Chapter 45 – Incentive Awards  
(b) CNATRAININST 12451.1A

Encl: (1) Civilian Employee of the Quarter/Year Nomination Criteria  
(2) Civilian Employee of the Quarter/Year Nomination Memorandum

1. Purpose. To publish a program for the timely recognition and reward of significant contributions made by employees to the mission of Commander, Training Air Wing FIVE (COMTRAWING FIVE) Staff during the course of a quarter or fiscal year. This program includes public recognition and time off awards for contributions to mission accomplishment and is given at the discretion of COMTRAWING FIVE. Candidates may be nominated by military personnel, their peers, or Supervisors/Department Heads or Special Assistants, are recommended by the Civilian of the Month/Year Awards Board, and approved by the Commander, Training Air Wing FIVE.

2. Scope and Eligibility. This program applies to Department of the Navy (DoN) civilian employees assigned to COMTRAWING FIVE staff in Grades GS-5 through GS-9. It is categorized as an incentive award program and is a more flexible form of recognizing civilian employees for their contributions to the command.

3. Discussion. This program does not replicate nor replace other awards covered in references (a) and (b). This program, referred to as the Civilian of the Quarter, is designed to recognize exemplary performance by the civil service workforce on a quarterly and fiscal year career basis. Due to the civilian performance assessment program and awards hours being authorized by higher headquarters on a fiscal year basis, this program will operate by the fiscal year calendar. The nomination procedures, approval process, and awards are detailed in paragraphs 4 and 5.

#### 4. Nominations.

a. Enclosure (1) provides the criteria for the COMTRAWING FIVE Staff Civilian Employees of the Quarter/Year awards. The Civilian of the Quarter/Year award is open to all federal employees on the COMTRAWING FIVE Staff from GS-5 to GS-9. Nominations should be based on the criteria as delineated. Employees may be awarded more than one Civilian of the Quarter award per fiscal year.

b. Any military personnel or government employee of the COMTRAWING FIVE staff may nominate deserving employees for awards based on criteria in enclosure (1) by submitting a written nomination using enclosure (2), addressing the nominated employee's specific contributions to the command realized during the timeframe of the award -- quarterly or yearly.

c. Respective Department Heads of the nominated employee will review and forward appropriate nominations to the Management Services Officer no later than ten working days after the end of each fiscal year or quarter; normally 10 April, 10 July, 10 October, and 10 January. The nominees will be presented to the Civilian of the Quarter Awards Board consisting of the Chief Staff Officer, Management Services Officer and Department Heads for N1, N3, N5, N7, and N8. Designated representatives from each Department may sit in for Department Heads.

d. The quarterly winners of each award will automatically be considered and nominated for the Civilian of the Year. Civilian of the Year nominees must be Civilian of the Quarter winners of the same fiscal year considered.

5. Award Presentations. The Commander, or designee, will present the Civilian Employee of the Quarter/Year Awards at a suitably arranged presentation ceremony or event during the month immediately following the quarter/fiscal year for which the selection is made.

a. Civilian Employee of the Quarter award recipients will receive:

- (1) A Color Command Coin
- (2) A Letter of Commendation
- (3) A Special Act 8-hour time off award
- (4) Photo prominently displayed on Bldg 2944 Quarterdeck

b. Civilian of the Year award recipients will receive:

- (1) A Command Plaque
- (2) A Letter of Commendation
- (3) A Special Act 16-hour time off award
- (4) T-6B or TH-57C Flight Simulator Training Session
- (5) Photo prominently displayed on Bldg 2944 Quarterdeck

  
M. T. MURRAY

Distribution:  
COMTRAWINGFIVEINST 5216.1U  
List II

CIVILIAN EMPLOYEE OF THE QUARTER/YEAR  
AWARD NOMINATION CRITERIA

1. Civilian Employee of the Quarter and Civilian Employee of the Year:

Exceptional Value to the Command – Exemplary Employee

Example criteria: Significant contributions to the value of a product, activity, program, or service. Significant change of modification of operating principles, processes or procedures resulting in significant and positive impact to mission accomplishment, which is of sufficient value to merit formal recognition.

2. Nomination Criteria:

a. Professional Knowledge/Expertise:

(1) Fully qualified at current assigned level of work with demonstrated competence.

(2) Organizational and/or administrative skills in specialty area exceed others of same/similar assigned level of work and experience.

(3) Sought out by others for technical knowledge to resolve difficult problems.

(4) Exceptionally skilled, develops and executes innovative ideas.

(5) Superb organizer, great foresight, develops process improvements and efficiencies.

b. Personal Job Accomplishment/Initiative:

(1) Exemplary work ethic.

(2) Good attendance record.

CIVILIAN EMPLOYEE OF THE QUARTER/YEAR  
AWARD NOMINATION MEMORANDUM

\_\_\_\_\_  
Date

MEMORANDUM

From: \_\_\_\_\_

To: MSO

Via: (1) \_\_\_\_\_ (Supervisor if not from Supervisor)

(2) \_\_\_\_\_ (Dept Head if not from Dept Head)

Subj: CIVILIAN OF THE QUARTER/YEAR NOMINATION

1. The information below is provided to nominate:

\_\_\_\_\_  
(Employee Name and Position)

2. Instructions: Explain why your nominee deserves recognition as the Civilian Employee of the Quarter/Year and provide examples to demonstrate how your nominee is deserving of this award.

Note: All criteria may not apply. You need only provide information which applies.

a. Overall work performance (dependability, attendance, completeness, quality, timeliness, etc.):

b. Professionalism (gets along with supervisors and coworkers, commitment to the organization, courteous, team-player):

c. Achievements (above and beyond what is expected):

d. Additional Comments:

\_\_\_\_\_  
NOMINATOR SIGNATURE

Enclosure (2)